

5 August 1963

MEMORANDUM FOR: Chief, Records Administration Staff


SUBJECT: Annual Report of Records Holdings

The following statistics are submitted for the office of the Assistant Director for Operations in accordance with your request of 17 June 1963:

- a. Cubic feet of records on hand 1 July 1962 - 37
- b. Cubic feet of records on hand 30 June 1963 - 30
- c. Cubic feet destroyed during FY 1963 - 15

Under Equipment, we have 7 4-drawer safes, 6 legal size and 1 lettersize.

STATINTL


J. LAROCQUE, JR.
Assistant Director for Operations

25 YEAR RE-REVIEW